 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-B-8-P08
	Effective Date:	03-30-2022
	Document Type:	Policy
	Page Number:	1 of 3
	Department/Section:	Budget and Cost
	Document Title:	BUDGET MONITORING PROCESS

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

PURPOSE:

The primary purpose of the Budget Monitoring Process is to monitor the issuance of the operating expenses intended for the operations of the corporation and ensure that within the budget.

LEVEL:


Corporate Finance Officer, Controller, Budget & Cost Manager, Budget & Cost Supervisor, Cost Researcher, Budget Staff, Budget Holder

DEFINITION OF TERM:

Budget Monitoring Process- is a process of monitoring the operating expenses of the budget holders by providing a running budget balance to support all requisitions before submitting to the Management for approval.

POLICY:

1. It is the policy of the management that the requisition of all operating expenses of the budget holder shall pass first to the Budget & Cost Department for checking and monitoring of the budget prior to approval.
2. To ensure that the requested operating expense of the budget holder is within the budget.
3. To ensure that the requested operating expense of the budget holder is related to the operations of the corporation.
4. In cases wherein the requested operating expense of the budget holder exceeded the budget, an approval from the Management is required.


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DOCUMENTATION:

Revised Policy

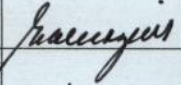
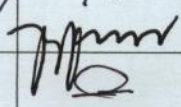
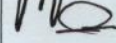
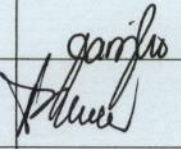
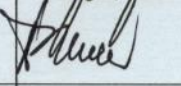
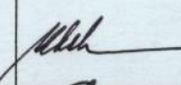
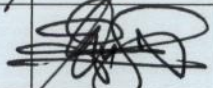
DISSEMINATION:


Hospital Communicator

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B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. LIZA A. LESAGUIS, MBA, FPCHA Budget & Cost Manager		4/4/22
Verified:	JEMELYN G FERRER, CPA, MBA, FPCHA Controller - DA		4/5/22
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		04/05/22
Recommending Approval:	JULIE ANNE CHRISTINE J. KO, CPA, MBA, FPCHA Chief Finance Officer - DA		4/7/2022
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		5/19/2022
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, FPCHA, PhD Vice President - Chief Operating Officer		06/06/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		7/7/22

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PURPOSE:

This is to establish a documented procedure on the budget monitoring process by the hospital.

SCOPE:


Applies to all Budget and Cost Section Staff of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

PERSON RESPONSIBLE:

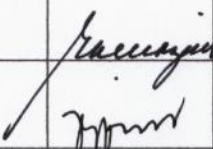
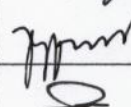

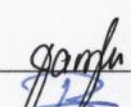
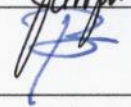
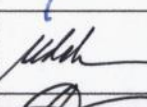
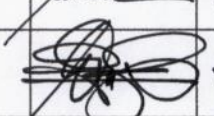
Budget Holder, Budget Staff, Budget & Cost Manager, Chief Finance Officer


PROCEDURE:

1. The Budget Holder submits his/her requisition slip to the Budget & Cost Department.
2. The Budget Staff receives the requisition slip, stamps it with date receive and encodes the budget balance to its corresponding expense account.
3. The Budget Staff forwards the requisition of the budget holder to the Budget & Cost Manager.
4. The Budget & Cost Manager then, reviews and checks the computation and balances of the budget. In the event that the requested operating expense exceeds the budget;
5. The Budget & Cost Manager returns the requisition slip to the budget holder. In turn, the budget holder writes a letter to the Management and to be noted by his/her Division Head to ask for an approval.
6. The Budget & Cost Manager signs the requisition slip and then,
7. The Budget Staff makes the transmittal slip for the requisition to be returned to the budget holder.


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APPROVAL:

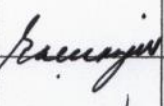
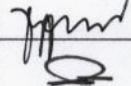
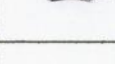
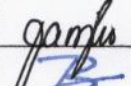
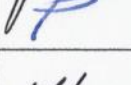
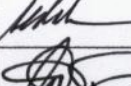
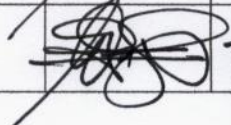
	Name/Title	Signature	Date
Prepared by:	MA. LIZA A. LESAGUIS, MBA, FPCHA Budget and Cost Manager		6/15/22
Verified:	JEMELYN G. FERRER, CPA, MBA, FPCHA Controller		6/20/22
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		6/21/2022
Recommending Approval:	JULIE ANNE CHRISTINE J. KO, CPA, MBA, FPCHA Chief Finance Officer		6/21/2022
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		6/27/22
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President- Chief Operating Officer		06/30/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		7/2/22

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KEY TASKS	PERSON RESPONSIBLE
1. Submits his/her requisition slip to the Budget & Cost Department.	Budget Holder
2. Receives the requisition slip, stamps it with date receive and encodes the budget balance to its corresponding expense account.	Budget Staff
3. Forwards the requisition of the budget holder to the Budget & Cost Manager.	
4. Reviews and checks the computation and balances of the budget.	Budget & Cost Manager
5. Returns the requisition slip to the budget holder. In turn, the budget holder writes a letter to the Management and to be noted by his/her Division Head to ask for an approval.	
6. Signs the requisition slip.	
7. Makes the transmittal slip for the requisition to be returned to the budget holder.	Budget Staff

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. LIZA A. LESAGUIS, MBA, FPCHA Budget and Cost Manager		6/15/22
Verified:	JEMELYN G. FERRER, CPA, MBA, FPCHA Controller		6/20/22
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		6/21/22
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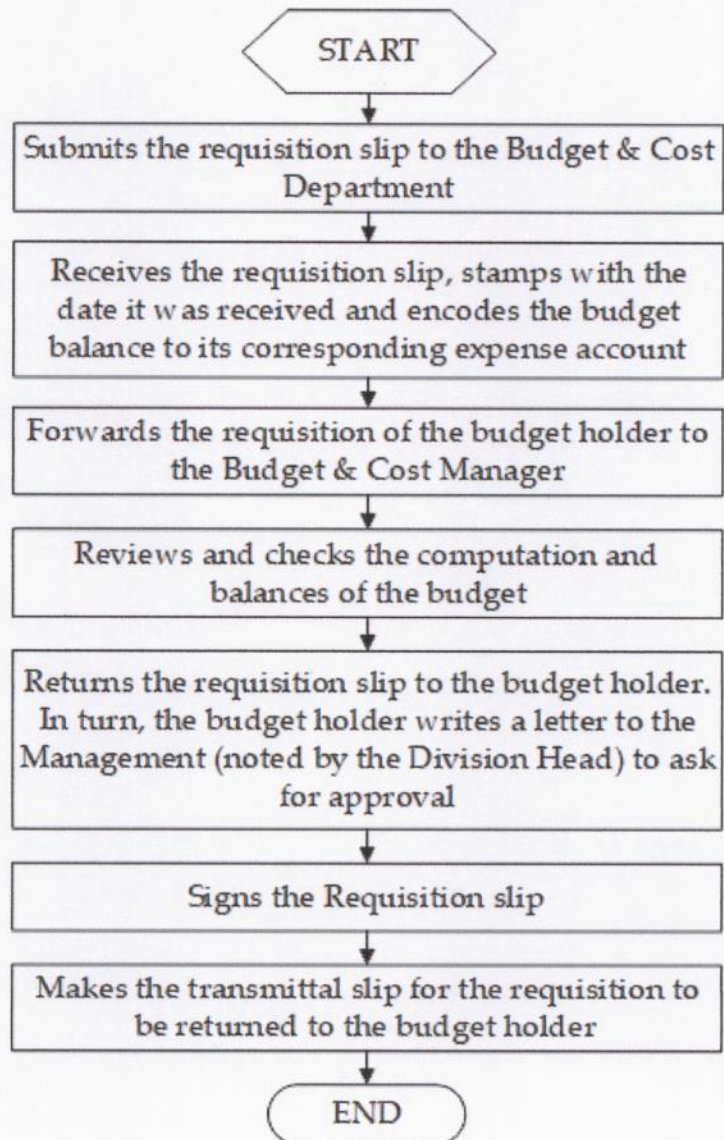



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MEMORIAL HOSPITAL

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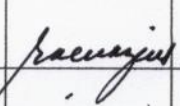
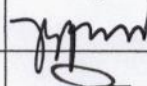
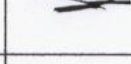
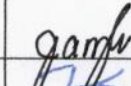

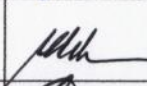
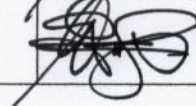
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FLOWCHART



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APPROVAL:

	Name/Title	Signature	Date
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Verified:	JEMELYN G. FERRER, CPA, MBA, FPCHA Controller		6/15/22
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		6/21/2022
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	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President- Chief Operating Officer		06/30/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		7/1/22